Department of Campus Activities

Policy 3: Reservations

Guidelines

a. In an effort to make Campus Activities’ operated spaces available to as many users as possible, all students and student groups may not hold more than four room reservations at one time for the following rooms: UC Theater, Grand Room, Multipurpose Room, Illusions, and Blue Ridge Conference Center. Recurring meetings in regular meeting rooms (Cardinal, Catamount, Dogwood, and Rogers) may be reserved a semester at a time.
b. No reservation may be made more than 12 months in advance.
c. Reservations may be made by going on-line to http://ucreservations.wcu.edu or by calling (828) 227-7206. You may also stop by the Department of Campus Activities (located on the 2nd floor of the A.K. Hinds University Center) to make your request in person Monday-Friday between the hours of 9:00am-4:00pm. Reservation forms may be picked up at the information desk at any time the building is open.
d. All approved reservations will receive a confirmation number.
e. The Department of Campus Activities reserves the right to relocate an organization/group to an appropriate and/or comparable space in order to meet the needs of the university.
f. Banners may be displayed only on the outside 2nd floor terrace of the University Center. Banners may only be displayed for 14 consecutive days. Groups and individuals are not allowed to hang their own banners. A reservation must be made (refer to “c” for reservation instructions).
g. A budget code or other method of payment must be provided at the time of your reservation request. If you are not providing a budget code your payment must be received in full no later than 5:00pm the Monday prior to your event (a budget code is not needed to reserve banner space).
h. Groups’ charges will be based on room type(s), days reserved, and equipment used.
i. Groups may also be charged for damages, excessive trash, and meeting beyond their reserved time.
j. Groups canceling their events less than four business days from their actual event may be charged 50% of the total cost of the event.
k. Groups canceling their events less than two business days from their actual event may be charged 75% of the total cost of the event.
l. All applicable groups must fill out a Campus Activities Facilities Use Agreement in advance of scheduling their event.